



# W-2 Hiring Report

Fiscal Year 2013

*Scott Walker*  
Governor

*Greg Gracz*  
Director

Office of State Employment Relations  
Division of Affirmative Action  
101 E. Wilson Street, 4<sup>th</sup> Floor  
P.O. Box 7855  
Madison, WI 53707-7855

Website: <http://oser.state.wi.us/category.asp?linkcatid=352&linkid=27>





### *Mission Statement...*

The Office of State Employment Relations (OSER) mission is to provide innovative human resources leadership and strategic direction to Wisconsin state government in order to maximize the quality and diversity of the state's workforce.

### *Vision Statement...*

OSER's vision is to continuously improve the effectiveness and efficiency of the state's human resource system through communication, partnerships, and strategic application of best practices to Wisconsin state government.

# **W-2 HIRING REPORT**

**Fiscal Year 2013**

**July 1, 2012 to June 30, 2013**



## **STATUTORY MANDATE**

Section 230.147 Wis. Stats., requires state agencies with 100 or more full-time equivalent (FTE) positions to annually prepare and submit to the Office of State Employment Relations (OSER) plans to hire customers of the Wisconsin Works (W-2) program, and to report on achievement of program goals. Agencies with fewer than 100 FTE positions are encouraged to participate in the W-2 employment program. The State Fair Park Board is required to participate by state law and is, therefore, always included in the report.

The goals of the W-2 employment program are to ensure that W-2 customers are: (1) employed in state service in the same ratio as the ratio of persons receiving W-2 to the state civilian labor force; and (2) enabled to become economically self-sufficient.

## **WISCONSIN WORKS (W-2) EMPLOYMENT STANDARDS**

State agencies with more than 100 full-time equivalent positions have a requirement to develop and implement a plan to hire W-2 participants [Wis. Stats 230.147]. The W-2 goal for the state is based on the ratio of the average case load receiving aid in the previous fiscal year to the average number of persons in the state civilian labor force in the preceding fiscal year. In fiscal year 2013, according to the Department of Children and Families, the average monthly caseload for the state was 14,354; whereas the civilian labor force provided by the Department of Workforce Development was 3,056,709. To ensure meeting the statutory requirement for the W-2 program, OSER has set a standard for state agencies meeting the statutory requirement to hire two percent of its permanent classified positions for fiscal year 2013.

## **GOAL ACHIEVEMENT - FISCAL YEAR 2013**

Collectively the State of Wisconsin government has achieved the W-2 hiring goal of two percent for fiscal year 2013. Of the 2,951 new original hires for permanent classified positions in all state agencies, 227 (7.69 percent) new hires were W-2 participants. Each state agency has a part in contributing to the overall achievement of the W-2 program.

In the following pages, we have summarized the W-2 hiring data by state agency and by classification title. The data in this report is extracted from the state employment application system, Wisc.Jobs, and verified by the state agencies.

## RESOURCES AVAILABLE TO ASSIST AGENCIES ACHIEVE W-2 GOALS



OSER encourages agencies to use the W-2 Certification in their hiring process. Together with the Department of Children and Families, OSER provides resources and support to agencies to recruit, test, certify, and retain W-2 customers. Under ER-MRS 27, Wis. Admin. Code (Exceptional Methods and Kinds of Employment), agencies may use W-2 as a special qualification for hiring a vacant position under general certification rule to increase the diversity of their applicants during the certification process. In addition, agencies have the option to select using only the W-2 certification during the hiring process. The W-2 certification contains only individuals currently eligible for W-2 services.

For **W-2 certification method** and the hiring process, state agencies should contact OSER Division of Merit Recruitment and Selection.

For **W-2 planning, strategy and report**, state agencies should contact OSER/DAA by sending an email to [OSERDAA@wi.gov](mailto:OSERDAA@wi.gov), or calling (608) 266-5709 TTY: Call Relay 711.

For the management of the **W-2 program** in the State of Wisconsin, state agencies should contact the Department of Children and Families by sending an email to [mailto:bwf\\_co@wisconsin.gov](mailto:bwf_co@wisconsin.gov).

**Permanent W-2 Hires Report**  
**Number of Agency New Original Hires for FY13**

<b>Department</b>	<b># of W-2 New Original Hires</b>
Administration, Department of	1
Agriculture, Trade & Consumer Protection, Dept of	5
Children and Families, Department of	9
Corrections, Department of	16
DOA-Div of Gaming - Madison	1
Employee Trust Funds, Department of	2
Health Services, Department of	73
Insurance Commissioner, Office of	1
Justice, Department of	1
Military Affairs, Department of	3
Natural Resources, Department of	1
Public Defender, Office of State	3
Public Instruction, Department of	5
Revenue, Department of	3
Safety and Professional Services, Department of	1
Transportation, Department of	10
UW Eau Claire	2
UW Green Bay	1
UW La Crosse	3
UW Madison School of Medicine and Public Health	1
UW Milwaukee	13
UW River Falls	2
UW State Lab of Hygiene	2
UW Stevens Point	3
UW Stout	2
UW Whitewater	1
UWC - Richland County	1
UW-Facilities Planning & Mgmt	2
UW-School of Vet Medicine	1
UW-Wisconsin Union	1
Veterans Affairs, Department of	40
Workforce Development, Department of	17
<b>Total New Hires</b>	<b>227</b>

**Permanent W-2 Hires Report**  
**Number of Hires by Classification for FY 2013**

<b>Class Title</b>	<b>Total</b>
00101 - FINANCIAL SPECIALIST 1	1
00102 - FINANCIAL SPECIALIST 2	1
00103 - FINANCIAL SPECIALIST 3	2
00270 - AUDITOR	2
01571 - REVENUE FIELD AUDITOR, 01500 - REVENUE AUDITOR	2
02300 - INSURANCE FINANCIAL EXAMINER	1
07210 - EXECUTIVE STAFF ASSISTANT	1
07571 - HUMAN SERVICES PROGRAM COORDINATOR	2
08500 - UNIVERSITY SERVICES PROGRAM ASSOCIATE	1
08561 - TRUST FUNDS SPECIALIST	1
08612 - EMPLOYEE BENEFIT PLAN POLICY ADVISOR-ADV	1
13462 - IS TECHNICAL SERVICES SENIOR	1
16000 - OFFICE ASSOCIATE	4
16160 - OFFICE OPERATIONS ASSOCIATE	7
16410 - PROGRAM ASSISTANT-ADV-CONF	1
16600 - UNIVERSITY SERVICES ASSOCIATE 1	1
16660 - UNIVERSITY SERVICES ASSOCIATE 2	3
17401 - DOCUMENT PRODUCTION ASSISTANT	1
18401 - LEGAL SECRETARY	1
19032 - EMPLOYMENT SECURITY ASSISTANT 2	2
19033 - EMPLOYMENT SECURITY ASSISTANT 3	3
19302 - TRANSPORTATION CUST REP-SENIOR	4
19410 - HUMAN RESOURCES ASSISTANT	1
19510 - HUMAN RESOURCES ASSISTANT-ADVANCED	1
19701 - UNEMPLOYMENT COMPENSATION ASSOC 1	1
20171 - SHIPPING AND MAILING ASSOCIATE	1
21311 - PAYROLL AND BENEFITS SPECIALIST	1
23690 - LICENSE/PERMIT PROGRAM ASSOCIATE	2
23700 - VOLUNTEER COORDINATOR	1
24906 - URBAN AND REGIONAL PLANNER	1
25060 - ACADEMIC DEPARTMENT SPECIALIST	1
34402 - MICROBIOLOGY LAB TECH-OBJ	1
35302 - VETERINARY TECHNICIAN 2	1

**Permanent W-2 Hires Report**  
**Number of Hires by Classification for FY 2013**

<b>Class Title</b>	<b>Total</b>
35662 - MEDICAL ASSISTANT 2	2
36401 - PHARMACY TECHNICIAN-ENTRY	1
38101 - NURSING ASSISTANT 1	13
38101 - NURSING ASSISTANT 1	6
38102 - NURSING ASSISTANT 2	1
38103 - NURSING ASSISTANT 3	1
38302 - NURSE CLINICIAN 2	3
38500 - LICENSED PRACTICAL NURSE	12
38561 - RESIDENT CARE TECH 1	42
41562 - CHEMIST-SENIOR	1
42201 - DNA ANALYST	1
47901 - WORKERS COMP SPECIALIST 1	1
48261 - EMPLOYMENT & TRAINING SPECIALIST A	4
48401 - UNEMPLOYMENT BENEFIT SPEC 1	3
48461 - UNEMPLOYMENT INS COLL SPEC-ENTRY	1
49161 - VOCATIONAL REHAB COUNSELOR-IN TRNG	1
50200 - MILITARY FUNERAL HONORS PROG COORD	1
50672 - CLIENT SERVICES SPECIALIST-OBJ	1
50862 - SOCIAL WORKER	2
50864 - SOCIAL WORKER-ADVANCED	1
51501 - ECONOMIC SUPPORT QA SPECIALIST	1
51802 - SOCIAL WORKER-CORRECTIONS (B)	2
53201 - CHAPLAIN	1
53471 - CADET SPECIALIST (A)	1
53760 - YOUTH COUNSELOR	1
54201 - INCOME MAINTENANCE SPECIALIST 1	17
54301 - CHILD CARE SUBSIDY SPECIALIST-ENTRY	2
55772 - WASTEWATER SPECIALIST-SENIOR	1
58200 - TEACHER	1
59101 - EDUCATIONAL ASSISTANT-ENTRY	2
66160 - PSYCHIATRIC CARE TECHNICIAN	5
67671 - REVENUE FIELD AGENT	1
70401 - MEAT SAFETY INSPECTOR-ENTRY	4

**Permanent W-2 Hires Report**  
**Number of Hires by Classification for FY 2013**

<b>Class Title</b>	<b>Total</b>
75361 - DMV FIELD AGENT	2
75401 - DMV CUSTOMER SERVICE REPRESENTATIVE	1
76102 - FACILITIES MAINTENANCE SPECIALIST-ADVANCED	1
76125 - FACILITIES REPAIR WORKER	3
76126 - FACILITIES REPAIR WORKER-ADVANCED	2
76600 - STEAMFITTER	1
83101 - AUTOMOTIVE/EQUIPMENT TECH-ENTRY	1
84202 - CORRECTIONS FOOD SERVICE LEADER 2	1
84402 - COOK 2	1
84801 - FOOD SERVICE ASSISTANT 1	4
84802 - FOOD SERVICE ASSISTANT 2	2
84804 - FOOD SERVICE ASSISTANT 4	1
86501 - LAUNDRY WORKER	1
89161 - CUSTODIAN	12
89162 - CUSTODIAN - LEAD	1
91050 - GROUNDSKEEPER	1
<b>Total New Hires</b>	<b>227</b>